



**AMENDED TO EXTEND THE CLOSING DATE**

**UNITED STATES DEPARTMENT OF EDUCATION  
REGION IV**

**HUMAN RESOURCES SERVICES**  
61 Forsyth Street, Suite # 18T55  
Atlanta, GA 30303

**VACANCY ANNOUNCEMENT  
CAREER INTERN PROGRAM**

Employment Agency: U. S. Department of Education, Office of Inspector General, Audit Services, New York, NY is currently recruiting for a Career Intern position in the New York office.

**Announcement Number: OIG-2009-CIP-NY06**

**Vacancy Location: New York, NY**

This is an Excepted Service position. The incumbent serves as a Career Intern.

Opening Date: 11-30-2009

**Closing Date: 12-18-2009**

**OPEN TO: Colleges and Universities**

Position title/series and Grade: Financial Analyst, GS-1160-07/09

Beginning Grade: 07

Salary Range: \$42,837 to \$55,689

Beginning Grade: 09

Salary Range: \$52,398 to \$68,118

Promotion Potential: 13

Duration – Appointment: Excepted Service NTE 2 Years

**UPON SUCCESSFUL COMPLETION OF THE 2-YEAR INTERNSHIP, THE INTERN WILL BE ELIGIBLE FOR IMMEDIATE CONVERSION TO A FULL TIME CAREER OR CAREER-CONDITIONAL APPOINTMENT IN THE COMPETITIVE SERVICE.**

Bargaining Unit: No

Work Schedule: Full-Time

Number of Positions: MORE THAN ONE POSITION MAY BE FILLED

**DUTIES:** The incumbent serves as a Career Intern. The employee must participate in a 2-year formal training program and job assignments designed to develop competencies appropriate to the agency's mission and needs. Training assignments will include, but are not limited to, formal training classes, rotational, or other job assignments, on-the-job training, mentors, attendance at

conferences and seminars, or other activities approved by the agency and upon successful completion of the 2-year internship, the intern will be eligible for immediate conversion to a career or career conditional appointment in the competitive service. Positions are located in the U. S. Department of education, Office of Inspector General, Region II, New York, NY.

In a developmental capacity, the incumbent performs assignments that require the application of established work methods and procedures, instructions, and/or rules or regulations, that are related to the material or objective of the study. The work generally involves the identification, abstraction, assembly, verification, and analysis of factual information contained in files, records, reports, printouts, correspondence, minutes, or other readily available sources. The employee is required to reach conclusions based on and supported by the analysis of the data. A higher-graded employee monitors the work and is available to discuss problems the employee encountered with the factual materials or significant deviations from standard practice.

This position may require some travel.

#### BASIC REQUIREMENTS:

At the GS-7 level:

A college degree in finance, business administration, economics, accounting, insurance, engineering, mathematics, banking and credit, law, real estate operations, statistics, or other fields related to the position, such as agriculture, agricultural economics, farm, livestock or ranch management, or rural sociology, plus one of the indicators of academic success; graduated in the top third of college, university, or major subdivision class (e.g., College of Liberal Arts); GPA was 3.0 out of a possible 4.0 college coursework or in the last 2 years of coursework; GPA 3.5 in major or in the last 2 years of coursework in major; elected to membership in national honor society (except for freshman honor societies) listed in the association of College Honor Societies or Baird's Manual of American College Fraternities. OR

Completion of one year of graduate education in one of the major study listed above, OR

One year of specialized experience, that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. This experience must be equivalent to the GS-5 level in the Federal government. Experience such as performing financial analysis and evaluation work requiring a comprehensive knowledge of (1) corporate finance and any specialized fields of finance required such as public finance, securities, international finance, money and securities markets, investments and banking, and (2) the financial and management structure, operations, and practices of corporate and other organizations. OR

Combination of Education and Experience: Completed a percentage of the one-year graduate education requirement and a percentage of the one-year specialized work experience requirement that combined equals 100%. To make this determination, first convert the amount of graduate education completed into a percentage. For example, completion of one-half year of graduate courses meets 50% of the education requirement. Then convert the amount of

specialized work experience into a percentage. For example, one-half year of specialized work experience, meets 50% of the work experience requirement. Then add the percentages together. If they equal 100% or more, this requirement is met.

At the GS-9 level:

Two years of graduate education in one of the major study listed above, OR

A master's degree or equivalent degree, OR

One year of specialized experience, that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. This experience must be equivalent to the GS-7 level in the Federal government. Experience such as performing financial analysis and evaluation work requiring a comprehensive knowledge of (1) corporate finance and any specialized fields of finance required such as public finance, securities, international finance, money and securities markets, investments and banking, and (2) the financial and management structure, operations, and practices of corporate and other organizations. OR

Combination of Education and Experience: Completion of a percentage of the two-year graduate education requirement and a percentage of the one-year specialized work experience requirement that combined equals 100%. To make this determination, first convert the amount of graduate education completed into a percentage. For example, completion of one year of graduate courses meets 50% of the education requirement. Then convert the amount of specialized work experience into a percentage. For example, one-half year of specialized work experience, meets 50% of the work experience requirement. Then add the percentages together. If they equal 100% or more, this requirement is met.

Evaluation Criteria:

1. Participating as part of an audit team and interacting with internal and external customers, and managers.
2. Assisting in preparation of audit reports, and preparing work papers, and participating in interviews.
3. Analyzing information and reaching correct and logical conclusions.
4. Assisting higher graded auditors on audits and related assignments.

NOTE: If you meet the educational requirements of this position within 60 days the closing date, you will be considered.

NOTE: Qualified candidates will be required to submit transcripts and other college documents substantiating all course work, GPA, and honor society membership relevant to meeting the above qualification requirements. Failure to provide this information may result in a rating of ineligible.

PLEASE SUBMIT A COPY OF YOUR TRANSCRIPT

Experience: To determine your percentage of qualifying experience that is considered qualifying, you must divide your total number of months of qualifying experience by the required number of months of experience. This position requires 12 months at 40 hours per week experience.

Finally, add your percentages of education and experience. The two percentages must total at least 100% for you to qualify under the combination of graduate education and experience.

**SELECTION OF QUALIFIED APPLICANT (S) WILL BE ASSESSED IN THE BASIS OF THEIR RESUME AND AN INTERVIEW.**

In accordance with Federal regulations, an application may consist of a resume; SF-171, Application for Federal Employment; Optional Form 612, Optional Application for Federal Employment; or other written submission.

You must be a U. S. Citizen to be eligible for consideration.

If you served on active duty in the U.S. Military and were separated under honorable conditions, you may be eligible for veteran's preference. The Defense Authorization Act of November 18, 1997, extended veteran's preference to persons who served on active duty during the Gulf War from August 2, 1990 through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 29, 1995, to a date to be determined. The award of the Medal is qualifying for Veterans' preference. More information on veterans' is available in the Vet Guide that may be found on the United States Office of Personnel Management website at [www.opm.gov](http://www.opm.gov).

If you believe you are eligible, attach a copy of your DD-214 or Application for 10-point Veteran's preference.

Preference eligibles or veterans who have been separated from the armed forces under honorable conditions may apply.

Candidates may be asked to fill out a Declaration of Federal Employment (optional form 306). Individual(s) selected for positions will be required to certify that their application materials are accurate when they enter on active duty.

**WHERE TO APPLY:** Send applications and all required documents to:

ATTN: Gwendolyn Moran  
U. S. Department of Education  
Human Resources Services  
Announcement: OIG-2009-CIP-NY06  
61 Forsyth Street, SW, Suite 18T55  
Atlanta, Georgia 30303

For additional information regarding this announcement, call Gwendolyn Moran on (404) 974-9467.

**APPLICATION RECEIPT:** All applications and forms must be received or postmarked by the closing date of this announcement. All applications will be retained by the Human Resources Service as part of the record of this action. Applications received in franked U. S. Government envelopes will be returned without consideration.

**NOTICES:** Applicant(s) selected for this position is subject to a check to verify that he/she has not defaulted on any loan funded or guaranteed by the U. S. Department of Education. Applicants found to be in default will be contacted to make arrangements for repayment prior to being made and official offer of employment.

Any male applicant who was born after December 31, 1959, and who is subsequently selected for this position must certify that he is registered for the military selective service by the date he is to enter on duty. False certification may result in termination after appointment.

Additional selections may be made within 90 days of the opening of this announcement should vacancies occur.

**CANDIDATE (S) SELECTED FOR THIS POSITION ARE SUBJECT TO A SECURITY CLEARANCE PRIOR TO ENTRING ON ACTIVE DUTY.**

Relocation expense will not be paid.

**THIS AGENCY PROVIDES REASONABLE ACCOMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY. THE DECISION ON GRANTING REASONABLE ACCOMODATION WILL BE ON A CASE-BY-CASE BASIS.**

**THE U. S. DEPARTMENT OF EDUCATION IS AN EQUAL EMPLOYMENT EMPLOYER.**